


HR Online Help Display Settings

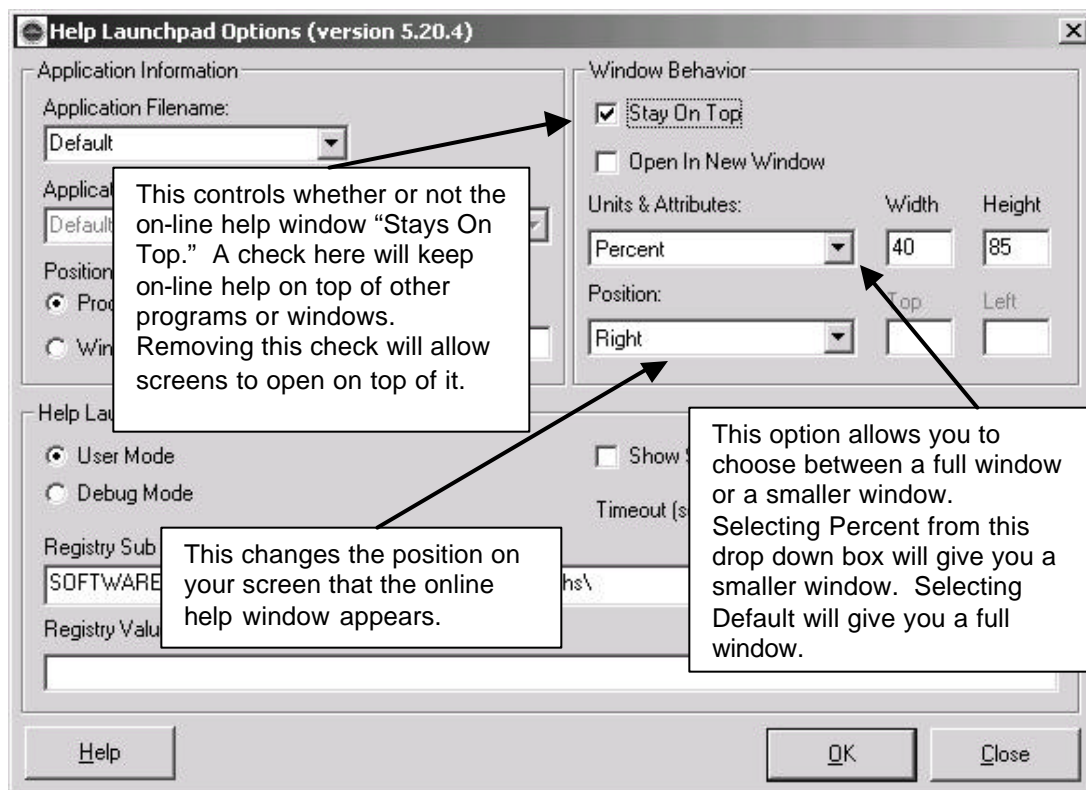
Online Help will display **on top** of other windows or programs that are open on your pc. This is the default for the display settings. These settings may be changed according to user preference.

If you would prefer the window NOT stay on top of other windows or programs, instructions are listed below to deselect this option. If you want the online help window to always stay on top of other windows or programs, there are also instructions below to verify this option is selected.

Other options are available to change the size of the window as well as the position in which the window opens on your screen, right side of screen, left side of screen, etc.

To change your online help settings:

1. Click on , then click on Run option, and type in:
C:\Program Files\Infopak\rwdhlp.exe
2. Click "OK".
3. The Help Launchpad Options window below will open.



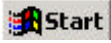
If you do **NOT want** Online Help displayed on top of other programs or windows:

1. Under Windows Behavior, deselect Stay on Top by clicking on the check box.
2. Click "OK".

If you do **want** Online Help displayed on top of other programs or windows:

1. Under Windows Behavior, make sure Stay on Top is selected.
2. If there is no check mark, click on the Stay on Top check box.
3. Click "OK".

If you want to tile your windows (when you have deselected Stay On Top check box):


1. Open the windows for the specific programs you want to tile.
2. Right click in the Windows Taskbar (bar containing  Start).
3. A pop-up window will be displayed. Click on “Tile Windows Horizontally” option.
4. The windows will appear side by side on your screen.

Note: Tiling does not work the same if you have selected the Stay On Top option.

If you want to restore your windows to an original state,

1. Right click on Windows Taskbar
2. Click on “Undo Tile” option.

If you want to change the size of the window:


1. Move your cursor to the edge of the window.
2. The cursor will change to a  .
3. Once you get the double arrow, hold down the left mouse button and drag the window to make it larger or smaller. This will work horizontally or vertically.

If you want to minimize or maximize a window or restore it to its previous size:

To minimize, Click .

To maximize, Click .

To restore to previous size, Click .

When you want to close the window, Click .